

# Regency Mailbox System *Build Instructions*

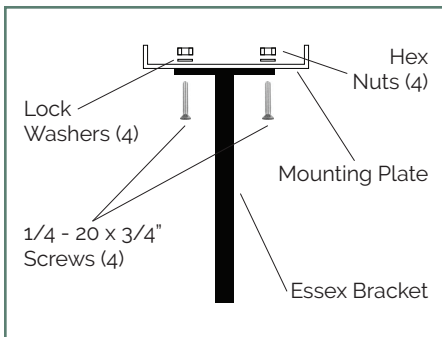
**ADDRESSES OF DISTINCTION**  
MAILBOXES + STREET SIGNS. INSTALLED.

**Tools Required:** phillips head screw driver, 7/16" wrench or pliers, and allen key.

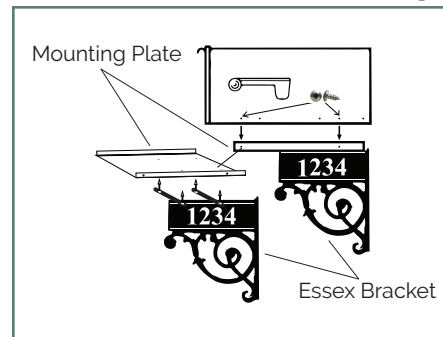
## STEP 1 (Fig 1)

Position the **Mounting Plate** on top of the **Essex Bracket**. Insert (4) **1/4 - 20 x 3/4" Screws** through the bottom of the bracket into the mounting plate and secure with (4) **Lock Washers** and (4) **Hex Nuts**. See *Illustration A2*

*Illustration A2*



(Fig 1)



## STEP 2 (Fig 1)

Attach the **Mailbox** to the mounting plate and bracket assembly from Step 1 using (4) **Type A Screws**. Insert the screws into the corresponding pre-drilled holes on the sides of mailbox and mounting plate and tighten to secure the mailbox.

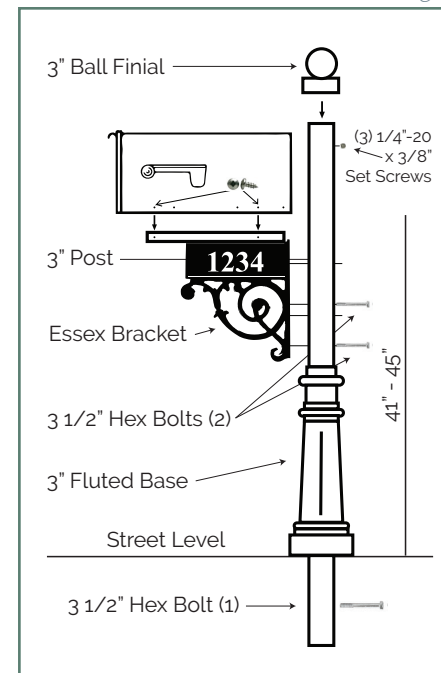
## STEP 3 (Fig 2)

Attach the mailbox, mounting plate and bracket assembly from Step 2 to the **3" Post** using (2) **3 1/2" Hex Bolts**.

## STEP 4 (Fig 2)

Finish the look of your mailbox by sliding the **3" Fluted Base** onto the bottom of the post. Insert the **3" Ball Finial** into the top of the **3" Post** and secure with (3) **1/4 - 20 x 3/8" Set Screws**. Secure the base with (3) **1/4 - 20 x 3/8" Set Screws** after the system is installed. Place the (1) **3 1/2" Hex Bolt** near the bottom of the post to secure in concrete. Your mailbox is ready to be installed in the ground.

(Fig 2)



*Regency Mailbox System*



### **YOUR MAILBOX PARTS**

3" Post  
3" Ball Finial  
3" Fluted Base

Essex Bracket  
Mounting Plate  
Mailbox

(3) 3 1/2" Hex Bolts  
(6) 1/4 - 20 x 3/8" Set Screws  
(4) 1/4 - 20 x 3/4" Screws

(4) Lock Washers  
(4) Hex Nuts  
(4) Type A Screws

# SUPPORT + FAQs

For Installation Tips:  
[aodmailboxes.com/installvideo](https://aodmailboxes.com/installvideo)

If I have questions, who can help? Call us at **1-800-436-1647**  
or email us at [support@aodmailboxes.com](mailto:support@aodmailboxes.com).

## **What's the story of your company?**

Addresses of Distinction was founded by two brothers from Georgia over a decade ago. While shopping for a mailbox, they were surprised how difficult it was to find a high quality mailbox that could stand the test of time. This led them to create a line of mailboxes that created a long lasting, first impression. They make decisions based on one simple rule - Would they be proud selling the mailbox to their family or best friends?

## **How do I care for my mailbox?**

Occasionally your mailbox may need cleaning. We suggest washing it with a mild, non-abrasive soap using a soft cloth or brush. Make sure to thoroughly rinse all the soap off the mailbox. If you are using brass numbers, they may be cleaned with a brass cleaner such as Brasso.

## **What if my mailbox is damaged at some future point?**

All of our mailboxes are bolted together so parts can be easily replaced. Simply call the number on the inside of the door and our team will be happy to help you bring your mailbox back to life.

## **Do you install with concrete?**

All mailboxes installed by Addresses of Distinction are installed using concrete. We warranty all installations for a period of one year. When your mailbox is installed, please wait 24 hours before applying pressure to the post, as it takes some time for the concrete to fully cure.